

Buckden Parish Council's VC Meeting Arrangements

In order to participate in a Buckden Parish Council meeting by video conference, you must have a PC, laptop or tablet with the following...

- Microphone and speaker (or a suitable headset)
- Camera.

Buckden Parish Council use video conferencing software provided by Zoom video Communications. If you are unfamiliar with Zoom it is recommended that you first test your audio and video systems prior to applying for an invite. You can do this by clicking on the following link, or by cutting and pasting it into your browser...

<https://zoom.us/test>

Please note that if you wish to join using an iPad/iPhone or Android device you must first download and install the 'ZOOM Cloud Meetings' app on your device.

Joining a Buckden Parish Council Video Conference Meeting

After applying through the contact form on this website, on the day of the meeting you will receive an emailed invite from the Clerk to the Parish Council with a link to the meeting.

- To help us manage this meeting effectively, please do not share the link with anyone else.
- Please click on this link shortly before 7.30pm on the evening of the Council meeting.
- You will be placed into a virtual waiting room until such time as the meeting starts.

When admitted to the meeting please ensure that your camera is switched on and your microphone is switched off.

As a member of the public you have the right to observe the meeting. You may not speak during the Council meeting:

- The only exception to this is if in advance, via the Clerk or contact form, you have requested and our Chairman has granted you a slot (maximum 3 minutes) during the public speaking item on the agenda;
- If you wish to request a slot to speak during this agenda item you must contact clerk@buckdenpc.org.uk with your name, email address and brief details of the subject you wish to raise with the Council;
- To help members of the public who have booked a slot to speak during the meeting our Council video conference 'host' will manage your access.

The Council continues to follow both its Standing Orders and national guidance and legislation on how it conducts its business at this time when face-to-face meetings are not possible.

- Please note that the Council can only make decisions on formal proposals from Councillors and you should therefore not expect to get an answer on the night to any questions you may raise.
- At some Council meetings there are matters to be discussed which the public are not allowed to observe e.g. matters where data protection issues apply. If Buckden Parish Council has such items they will be at the end of the meeting and the legal basis for excluding the public will be announced by the Parish Council Chairman. If there is such business your access to the meeting will be terminated by the Council VC 'host'.

Thank you for your interest in our Council meeting procedure using video conferencing.